

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number IO-SC-06	Applicability <input checked="" type="checkbox"/> IDOC <input type="checkbox"/> CBC
		Policy Code Confidential	Iowa Code Reference 904
Chapter 3 INSTITUTIONAL OPERATIONS	Sub Chapter SECURITY AND CONTROL	Related DOC Policies IO-SC-01, IO-SC-20, IO-SC-03, IO-SC-07, PP-BS-03, IO-SE-01, IO-SE-06, IS-SH-02	Administrative Code Reference N/A
Subject SECURITY OPERATIONS		ACA Standards 4-4173, 4-4174, 4-4175, 4-4200 PREA Standards 115.18(b)	Responsibility Sheryl Dahm Diann Wilder- Tomlinson
		Effective Date May 2015	Authority Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

This policy describes selected security operations necessary for the proper functioning of the Iowa Department of Corrections (IDOC) institutions.

II. POLICY

It is the policy of the IDOC to operate and maintain systems and practices that control access to and within the institution, manage institutional communications, provide for effective response to alarms, monitor movement and activity, account for and distribute security equipment in order to maintain safety and security.

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III. DEFINITIONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- G. Security Equipment – As defined in this policy, any item/equipment that is monitored, issued and intended for staff use only.
- [REDACTED]

- I. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

A. General

1. The selected security operations addressed in these procedures shall be consistent with and incorporated into the institution's security management program required in **IO-SC-01**, Management of the Security Program.
2. The following selected policies shall address items identified in this policy:

a. PP-BS-03, Maintenance Program

- i. Equipment such as facsimile devices, photocopiers, teletype devices, and radio chargers shall be maintained in ready working order, and any issues regarding maintenance shall be reported.
 - ii. Staff shall promptly report deficiencies in security doors and locking systems.
- [REDACTED]

- iv. Staff shall report any problems with the recording equipment.

- ##### **b. IO-SE-01, Fire and Life Safety Program - Master Control and other control posts are responsible for initiating or activating the emergency response plan.**

c. **IO-SC-03**, Logs and Other Record-keeping Systems

- i. Control posts shall prepare and maintain accurate logs

[REDACTED]:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- ii. Logs and records may be compiled and submitted electronically where such systems are in place. [REDACTED]

[REDACTED]

- iii. Each institution shall maintain accurate and complete logs and other records to document the use of security systems. [REDACTED]

[REDACTED]

- iv. Security system inventories are documented in the Post Log Book at designated posts. The Shift Supervisor shall decide the course of action when discrepancies with inventories cannot be resolved. Records are kept for all security devices issued to staff or assigned to posts.

[REDACTED]

[REDACTED]

B. Control Posts

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Staff assigned to secure control posts shall maintain sanitary conditions at the post consistent with the housekeeping plan as outlined in **IS-SH-02**, Sanitation Procedures. [REDACTED]
[REDACTED]
4. Staff assigned to a control post limit loitering at that assigned control post.

C. Security Equipment

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The procedures may be outlined in this policy or in **IO-SC-20**, Shift Operations.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Security equipment may be removed from the institution only when needed for official duties of staff. Any exception must be approved by the Associate Warden of Security.

[REDACTED]

D. Master Control

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Institutional procedures shall govern the equipment and items maintained in Master Control including, at a minimum:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5. Enclosed control posts provide for immediate access to a toilet and washbasin. Where toilet facilities are not within the control center, institutions shall outline the process in institutional procedures.

E. Housing Unit Control Center

[REDACTED]

[REDACTED]

- 3. Institutional procedures shall govern the equipment and items maintained in Housing Unit Control Center including, at a minimum:

[REDACTED]

[REDACTED]

[REDACTED]

F. Living Unit Control Desk

[REDACTED]

- 2. Institutional procedures shall govern the equipment and items maintained at a Living Unit Control Desk including, at a minimum:

[REDACTED]

[REDACTED]

G. Tower

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

H. Security Doors/Locking Systems

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Security doors shall be operated in accordance with manufacturer's requirements to prevent injuries to persons.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I. Surveillance and Detection Systems

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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